

DEPARTMENTAL RECORDS CLERK

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses an entry level, clerical position of the classified service, the primary responsibility of which is processing departmental records and reports. The Departmental Records Clerk receives, sorts, prepares, and organizes records, reports, correspondence, or other information for use by department personnel. The employee of this class inputs data to be electronically stored on computer storage media for proper filing in accordance with established procedures. The Departmental Records Clerk receives general instructions for routine tasks and works independently in most areas. The incumbent of the class of Departmental Records Clerk reports to and has work reviewed by the Police Chief.

EXAMPLES OF WORK

Receives, reviews, processes, and files department records, reports, correspondence, and other materials in accordance with departmental procedures. Assigns cross indexing numbers to files. Enters routine information in department records and fills out all forms or records required or assigned. Checks records and reports for completeness, accuracy, and conformity to established procedures. Proofreads typed material and corrects errors in records and reports, or returns them for correction. Traces missing files.

Operates a computer terminal with word processing or database system software to process paper documents, or to enter data which is electronically stored on computer storage media. Retrieves information or documents from the files and computer database. Processes departmental records utilizing other office equipment including copy machine, facsimile machine and calculator.

Processes incoming and outgoing mail for the department. Acts as receptionist to department visitors; answers telephones; types letters, forms, memos, statements and other assigned documents. Answers inquiries for the public about the operation of the department or other related areas of departmental operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type 45 words per minute.

MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS

A minimum of six (6) months work experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing and/or database application.

OR

Vocational/Technical certification in the operation of a computer terminal and word processing and/or database application.

OR

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.